

University of Maine System Office
16 CENTRAL STREET POLICIES AND PROCEDURES

Accommodation Requests – An employee or visitor requesting an accommodation for a disability should contact the Director of Equity & Diversity at ext. 3372.

Administrative Leave – When a System Office facility closes due to inclement weather or other reasons, employees will be given Administrative Leave. If an employee feels that s/he cannot travel safely on a day when the System Office facility where s/he works remains open, the employee should use his or her own judgment about the safety of traveling to or from work and will use personal leave time as described in the procedure. Refer to the Facility Closure/Administrative Leave Procedures for details.



ATM – A University Credit Union ATM is installed in the lobby for the convenience of employees and visitors.

Building Access and Security – The Central Street entrance automatically opens at 7:45 a.m. and locks at 5:00 p.m. on business days, providing public access. The Franklin Street entrance is locked at all times. Access by employees at other times requires use of a staff proximity card. Visitors have access to the 3rd floor reception area, from which they are directed to the appropriate office.



Cell Phones and Telephone Credit Cards – Equipment will be provided with supervisor's approval and will be used in accordance with Administrative Practice Letters. Contact Strategic Procurement.

Children in the Workplace – Employees' families are highly valued by the System Office. However, the welfare of children must be a primary concern. The presence of children in the workplace creates safety and liability issues for the System and can result in workplace disruption. Children may be brought to the office for brief visits or at other times when common sense dictates that it is more efficient for the employee to bring the child to work. Bringing children to work should be an unusual occurrence of short duration. The following guidelines apply when children are brought into the workplace whether during or after work hours:

- ❖ Employees must obtain supervisory approval prior to bringing children into the workplace other than for brief visits. An exception would apply in instances where senior management invites family and/or children into the workplace, such as open houses, family days, or bring-your-child-to-work days.
- ❖ Children should be under the direct "line of sight" supervision of the employee at all times and should not be left unattended or with other employees.
- ❖ Children should not be allowed to interfere with workplace activities, perform any university work, or use office equipment, such as copiers, paper shredders, paper cutters, staplers, dollies, or kitchen appliances. This is to prevent injury to the child and damage to the equipment.

- ❖ Children are not permitted to accompany employees in University vehicles except in instances permitted under Administrative Practice Letter II.B. Motor Vehicle Administration and Guidelines.

Conference Rooms – To schedule a conference room and get scheduling procedures, contact the Office Coordinator by e-mail. Conference rooms include:

Room	Capacity
Board Conference Room 305A	38
Board Conference Room 305B	50
Executive Conference Room 321	16
Room 405	10
Room 407	9
Room 409	10

Directions to 16 Central Street – Directions are posted on the website at http://www.maine.edu/pdf/UMS_map_directionsHIGHRES_000.pdf



Employee Lounge – The employee lounge on the 4th floor is equipped with a microwave, refrigerator, complimentary coffee/tea service, and television. Vending machines are located outside the lounge. Each floor has a kitchenette with microwave, refrigerator, and coffee service.

Health and Safety – The Health and Safety Guide provided to all employees contains information about evacuation and fire procedures, medical emergencies, vehicle accident procedures, right-to-know about hazardous substances in the workplace, suspicious mail, VDT safety, bomb threats, and other related subjects.

Heaters, Fans, Small Appliances

- ❖ Requests to use fans and heaters in individual work spaces require approval of the Building Manager. Contact the Administrative Assistant in Facilities with requests. Heaters are purchased by UMS to ensure quality and safety standards are met with regard to risk of fire and employee safety.
- ❖ Small appliances, such as individual electric coffee/tea pots, small refrigerators, and televisions, are not permitted in individual departments or work areas because of code/fire safety and the heating/cooling systems.



Mail – All mail goes to the 3rd floor reception area for mail service pick-up. Incoming mail boxes for each department are also located in the reception area. Mail normally arrives and is sorted by 11:00 a.m. and is picked up by 4:00 p.m. Departments sending bulk mailings should contact the Office Coordinator in advance to make arrangements.

Noise – Employees should use common courtesy to help control the level of noise in the open office environment. For example:

- ❖ Avoid congregating in open areas to talk, instead taking visitors to an employee's workstation or an available meeting space to converse.
- ❖ Use earphones to listen to music, speeches, and other communications.
- ❖ Use cell phones in workspaces or other offices, away from hallways and walkways adjacent to cubicles.



Parking

- ❖ Employee parking is provided in the Pickering Square Garage, which has modern lighting, a CCTV camera system, and is staffed by an attendant weekdays until 9:00 p.m. and Saturdays until 6:00 p.m. Employees with parking garage access cards have access 24 hours a day, 7 days a week. The Office Coordinator issues parking garage access cards.
- ❖ Employees working after 5:00 p.m. may want to move their vehicle from the parking garage to the short term parking on Central Street, Franklin Street or the covered part of the Columbia Street Garage to be closer to the building after hours.
- ❖ Visitors may have parking garage tickets validated by the Office Coordinator in the 3rd floor reception area.
- ❖ Other available parking – Short term street parking is available on Central and Franklin Streets from 8:00 a.m. to 5:00 p.m. weekdays. The City of Bangor also has two pay-as-you-go parking lots, one on Columbia Street near the church and one on Columbia Street across from UMS. Other city lots include Front Street, Summer Street, and Railroad Street.
- ❖ Contact the Office Coordinator for garage and parking related issues.
- ❖ The garage has designated handicapped parking spaces. A limited number of handicapped spaces are available on Central and Franklin Streets for short periods.



Pets – No pets are allowed in the workplace. This prohibition includes dogs, cats, fish, reptiles, and all other pets. Exceptions will be made for service animals.

Purchasing Cards – Purchasing cards are an efficient and convenient way to make many routine University-related purchases. Purchasing cards are available, with supervisor approval, from Strategic Procurement and will be used in accordance with Administrative Practice Letter VII.C.

Recycling – Separate waste receptacles are provided for recyclable paper. Containers are provided for returnable bottles and cans, and laptop, watch, and rechargeable batteries. Spent toner cartridges are recycled by the Office Coordinator. See the Recycling Brochure for more information.



Smoking – Smoking is not permitted anywhere inside or in front of any entrance or exit to the University of Maine System Office located at 16 Central Street. There are no designated smoking areas. Smokers should endeavor to use the public sidewalk near the loading dock on Franklin Street or one of the many parks nearby. This policy was established to meet Maine’s Workplace Smoking Act of 1985 and to promote a healthy workplace. For information about smoking cessation programs and Health Care Plan coverage, contact the Office of Human Resources at extension 3380.

Storm Line – When the System Office is closed or there is a delayed opening due to inclement weather or for other reasons, a message will be left on the UMS Storm Line by 6:30 a.m. Employees should call the Storm Line at 973-3298. Additional information appears in Appendix 1. Departments are encouraged to develop internal emergency phone-calling trees.

Technology (telephones, e-mail, copiers, printers) – Information about e-mail and telephones is available at www.maine.edu/swstech/. Whenever possible, use black and white photocopiers instead of color copiers and printers to reduce costs.



Supplies – General office supplies for use by all departments are available on each floor. Each department orders specific supplies unique to its needs.

University Vehicles – University pool vehicles are available on a first-come, first-served basis through the Office Coordinator for System Office employees who are required to travel on University business. The vehicles are parked in the parking garage in assigned spaces to which they must be returned. An employee must complete a Vehicle Driver Identification form with the Risk Manager’s office before using a University vehicle and must comply with the requirements in the Administrative Practice Letter on Motor Vehicle Administration and Guidelines.

Wellness – A bathroom with shower is located on the 4th floor for employees who are interested in participating in fitness/wellness activities before or after work or at lunchtime. A bicycle rack is available at the Franklin Street entrance. Bicycles are not to be stored in offices or cubicles. The Office of Human Resources periodically sponsors employee wellness programs and activities and publishes an employee wellness newsletter.

Work-Related Injury – Employees should promptly report any workplace injury or illness to their supervisor, who will notify the Office of Human Resources. In the case of serious injury, call 911 following procedures in the Health and Safety Guide.

OHR May 1, 2008